

*File Rec mgt 4-1 ✓*  
*X - NSC Case*

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~~CONFIDENTIAL~~

~~SECRET~~ 2

27 January 1958

*Walt*  
*1/3/58*

MEMORANDUM FOR THE RECORD

Subject: Meeting With National Security Council

1. This date, [ ] and the undersigned met with Mrs. Moock, Misses Phillips and Kempel and Mr. Russell, of National Security Council.

2. [ ] explained generally, the purpose of a Records Management Program and more specifically, the need for inventorying and appraising the records of National Security Council.

3. [ ] also stressed the need for a uniform filing system to facilitate the locating of records, both current, at headquarters and inactive, at the Records Center, and the advantage of periodic cut-off and retirement. He also described the facilities of the Records Center and suggested that they accompany us on a tour.

4. Miss Phillips stated that [ ] has requested that the National Security Council and Operation Coordination Board records be consolidated and Mr. Russell had established this month as the beginning of this project. Miss Phillips was to arrange for a time to brief [ ] on records control and asked if [ ] could accompany her to answer any technical questions that [ ] may ask.

5. Miss Phillips seemed very interested in our program and it appeared that we can be of assistance to them.

6. We will provide Mr. Russell with a copy of our filing manual and samples of our records control schedule.

[ ]

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